

*Embassy of the United States of America
Port of Spain, Trinidad, W.I.*

Career Opportunity

The Embassy of the United States of America is seeking an individual to fill the position of:

TELECOMMUNICATIONS TECHNICIAN

All ordinary resident applicants must have the required work and/or residency permits to be eligible for consideration.

**PLEASE GO TO PAGES 2 - 4 OF THIS DOCUMENT FOR
ADDITIONAL INFORMATION.**

BASIC FUNCTION OF POSITION

This position is responsible for programming, installation and maintenance of the PBX telephone system, and radios. It also performs routine maintenance on radio antennae and computer network cabling infrastructure.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item:

- 1 **EDUCATION:** Completion of U.S. High School level education or Secondary School level education with completion of five (5) CXC or GCE O' level passes which must include English passes at the General Proficiency. Additionally, post-secondary training in computer science/information technology or vocational training in electronics, radio, and telephone theory or equivalent required.
- 2 **WORK EXPERIENCE:** At least three (3) years work experience in installation, programming and maintenance of telephones and radios in the commercial sector required.
- 3 **LANGUAGE PROFICIENCY:** Level III English ability (Good Working Knowledge) reading, writing and speaking required.
- 4 Must possess operational and maintenance knowledge of PBX command line programming and all types of portable radios required.
- 5 Proficiency in the use of the Microsoft Suite mainly Word, Excel, and Outlook and possession of a valid driver's license for light motor vehicle are required.
- 6 Outstanding interpersonal skills with the ability to provide exceptional customer service required.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

- A current resume or curriculum vitae along with the following information.
Failure to include the following information will result in an incomplete application:
1. Position Title
 2. Dates Available for Work
 3. First, Middle & Last Names as well as any other names used
 4. Current Address, Day, Evening, and Cell phone numbers
 5. U.S. Citizenship Status (Yes or No) & Status of permanent U.S. Resident (Yes or No; if yes, provide number)
 6. U.S. Social Security Number and/or Identification Number
 7. Eligibility to work in the Country (Yes or No)
 8. Special Accommodations the Mission needs to provide
 9. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
 10. Days available to work
 11. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
 12. U.S. Eligible Family Member and Veterans Hiring Preference
 13. Education
 14. License, Skills, Training, Membership, & Recognition
 15. Language Skills
 16. Work Experience
 17. References

SUBMIT APPLICATION TO

Applications must be submitted no later than close of business October 7, 2013 to:

(Telecommunications Technician)
Human Resources Management Office
United States Embassy
15 Queen's Park West
Port of Spain

The U.S Embassy in Port of Spain is an Equal Opportunity Employer

Applicants desirous of acknowledgement of receipt of their application are required to include a duplicate covering letter and a self-addressed stamped envelope with their application.